



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO 7100.1A

F-FB

22 DEC 1999

AIR STATION ORDER 7100.1A

From: Commanding General
To: Distribution List

Subj: PROCEDURES FOR INTERSERVICE AND INTRAGOVERNMENTAL SUPPORT

Ref: (a) DOD 4000.19

1. Purpose. The purpose of this Order is to provide guidance and procedures for interservice and intragovernmental support outlined in Interservice and Intraservice Agreements as well as Memorandums of Understanding (MOUs) and Memorandums of Agreements (MOAs).

2. Cancellation. AirStaO 7100.1

3. Responsibility. The Comptroller is designated as this Command's Support Agreement Manager. The Comptroller's responsibilities include but are not limited to:

a. Coordinate the negotiations and maintain support agreements executed by this Command.

b. Provide advice and assistance to the Commanding Officers of MCAS Beaufort, MCAS New River, and MCAF Quantico.

c. Originate and develop Interservice/Intraservice Support Agreements, MOUs, and MOAs as directed. Forward necessary documentation and cost analysis to the appropriate commands and headquarters.

d. Establish new agreements with termination and revision specifications and dates as outlined in the reference and pertinent Marine Corps regulations. Prepare support agreements to reflect the categories of support which will be provided and additional details pertaining to the local situation as appropriate. There should be logical consistencies between textual content and the appropriateness of financial mechanisms in place to achieve desired ends including availability of funds to accommodate provision of nonreimbursable services or materials. Support agreements are required whether or not the support is financed by the receiver. This action will be taken to assure both parties have acknowledged respective responsibilities. The receiving activity will initiate negotiations by furnishing the prospective supplying activity a written statement of requirements in the form of a draft support agreement or Letter of Request. The supplying activity will finalize the agreement upon completion of negotiations.

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e. Record savings, economies, and efficiencies achieved through interservice/intraservice base operations support, and consolidations which are in keeping with the Marine Corps' best interests.

f. Develop, in conjunction with the functional managers, the Support Agreement and Resource Summary (Block 6 of DD Form 1144) required information. Functional managers should provide workload data, based on the information contained in the "Attachment of Specific Provisions" (terms and conditions) of the agreement. Categories and dollar values of the support, including retail stock fund outlet support, provided to a receiver by a supplier will be entered on the DD Form 1144 regardless of whether support is obtained by a direct fund citation, reimbursed through NAVCOMPT Form 2277 billing procedures, or provided on a nonreimbursable basis. An effort will be made to determine dollar values and work years involved in providing the types of support. The resources depicted in this summary should be as accurate as possible.

g. Review cost analysis to ensure budget savings and reimbursables have been adequately documented and the cost, whether direct or reimbursable, has a credible historical basis in the budgeting and accounting processes.

h. Ensure that nonreimbursable support being provided to a receiver is within the funding parameters of the supplying appropriation and intent of the agreement.

4. Policy

a. Support agreements will be executed by this command in accordance with the provisions of the reference and other applicable instructions.

b. Support agreements will not be executed for services rendered or received when such services are deemed to be within the mission or task of the concerned commands.

c. Annual updates of cost factors will be made for budgetary purposes, if required.


W. C. DARNER
Chief of Staff

DISTRIBUTION: A plus Compt (10)